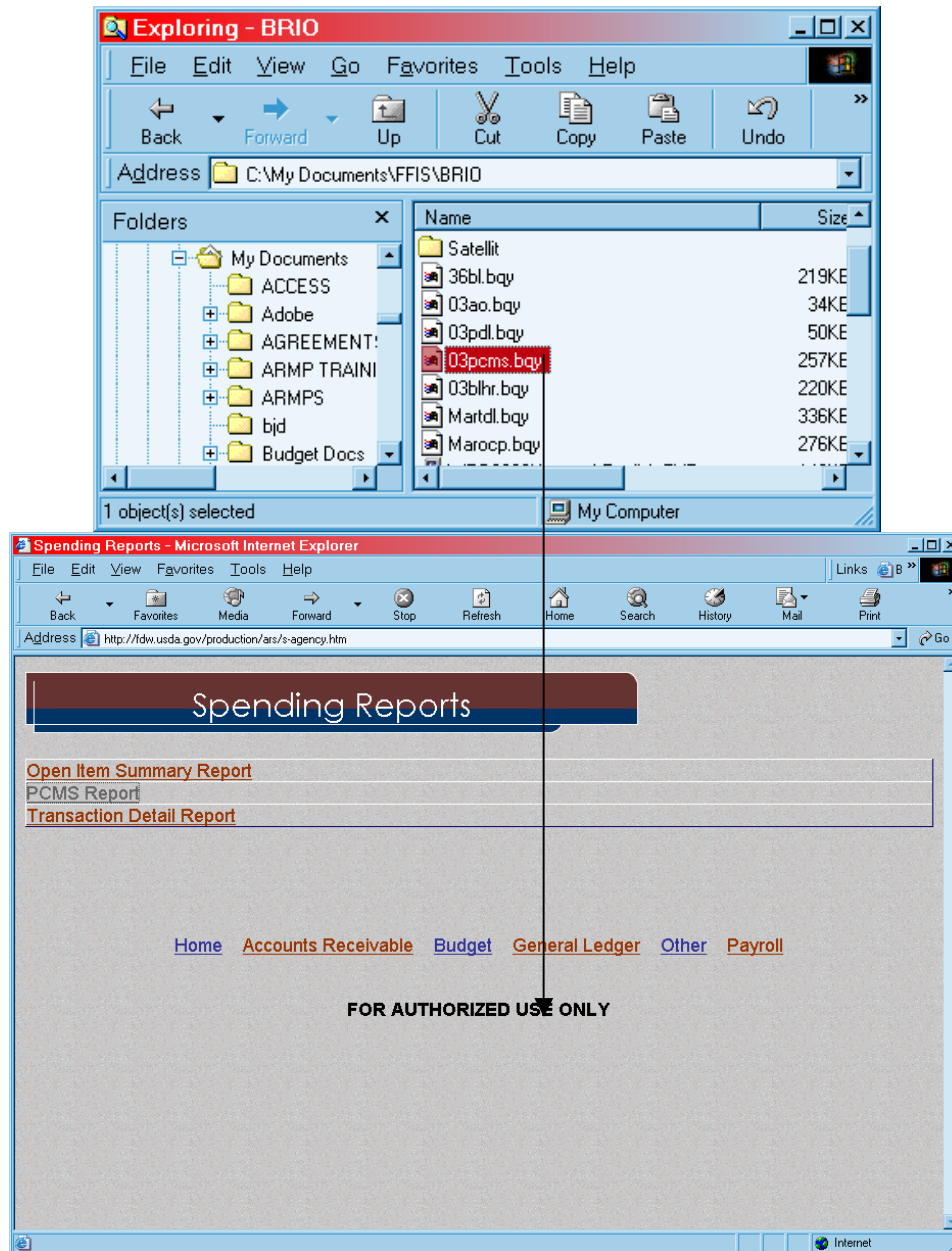


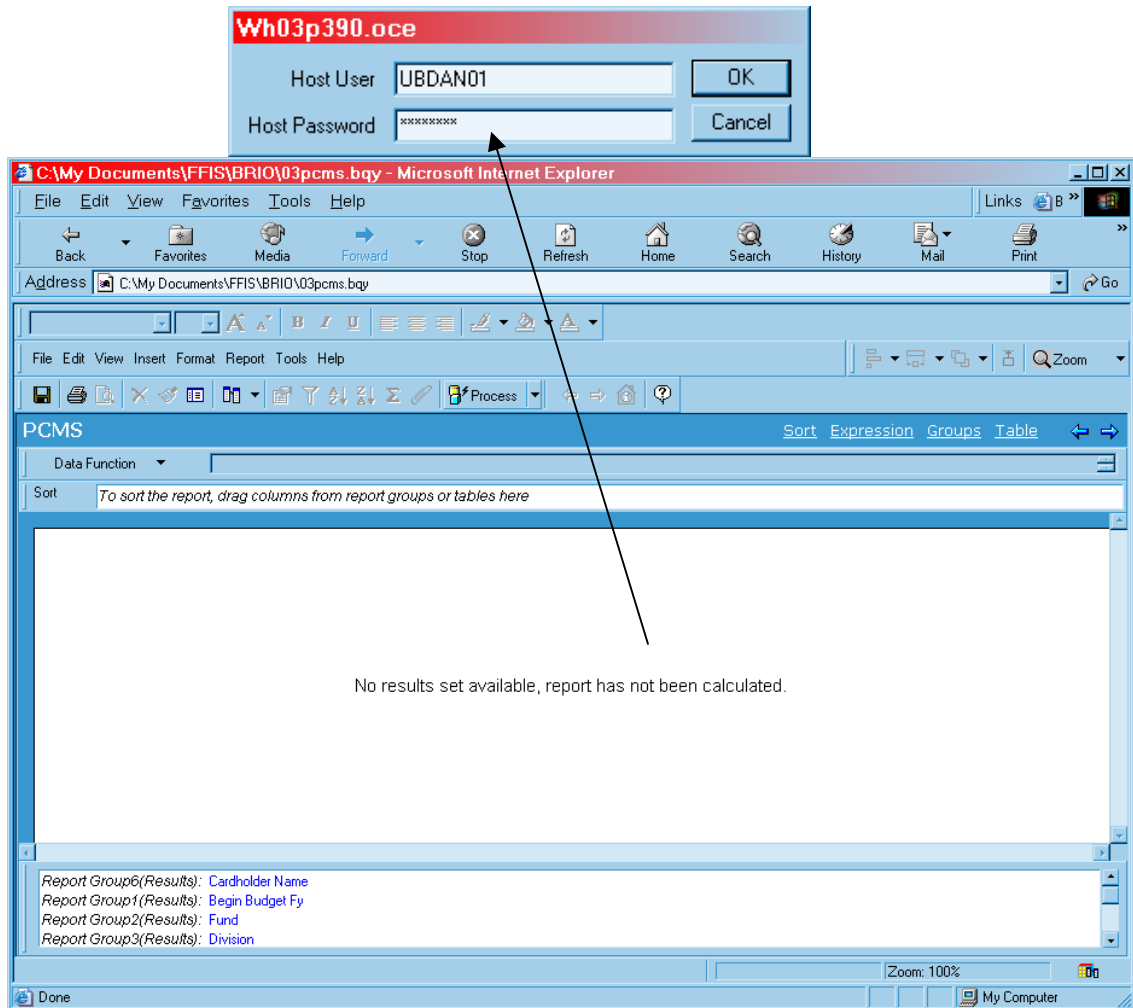
## Creating a PCMS Report

Choose SPENDING Reports

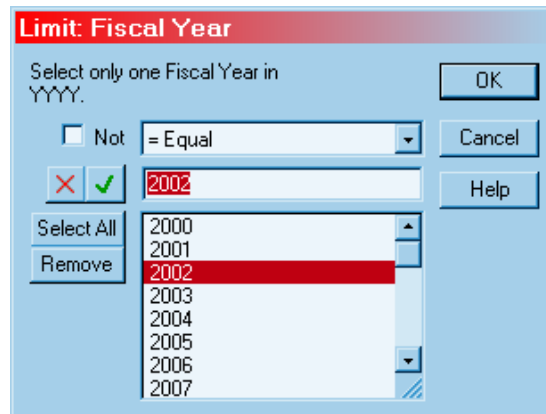


Drag the 36pcms.bqy document from your CD to the above screen and drop it

Click on “Process”  
Enter your ID and P/W

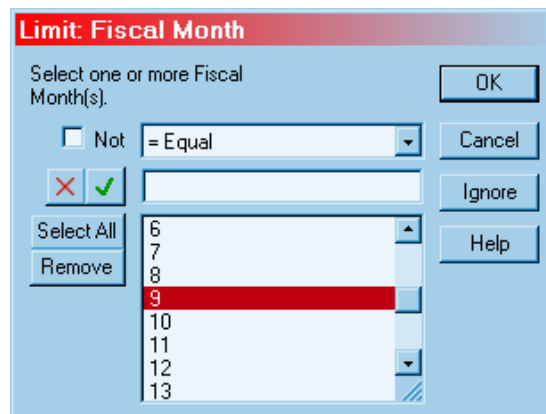


Select the fiscal year(s) from which you wish to retrieve data  
Click “OK”



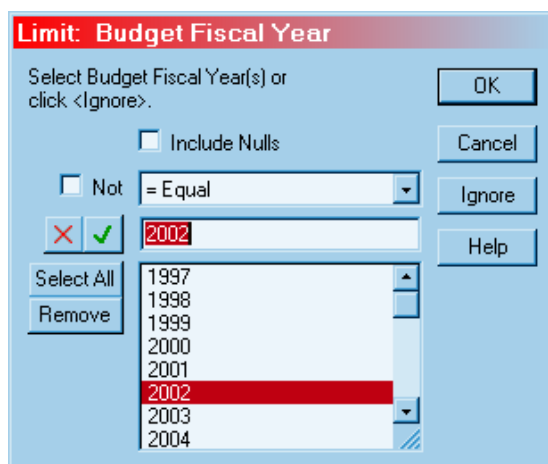
The dialog box is titled "Limit: Fiscal Year" in a red header bar. Below the title, it says "Select only one Fiscal Year in YYYY." There are two buttons: "OK" and "Cancel". Below this, there is a checkbox labeled "Not" and a dropdown menu set to "= Equal". To the right of these is a text input field containing "2002" and a "Help" button. On the left side, there are two buttons: "Select All" and "Remove". In the center, there is a list box containing the years 2000, 2001, 2002 (highlighted in red), 2003, 2004, 2005, 2006, and 2007.

Select the month from which you wish to collect data  
(I usually select the current month for the latest data)  
Click “OK”



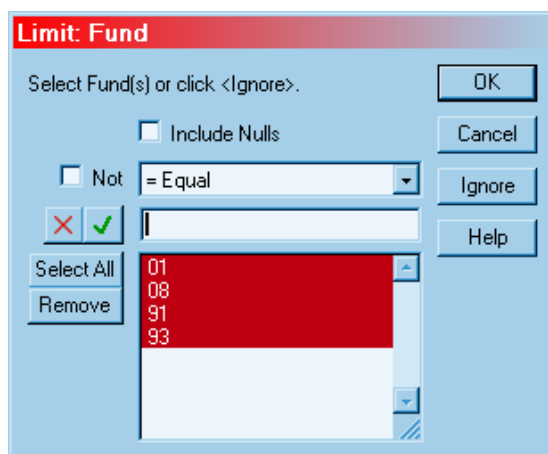
The dialog box is titled "Limit: Fiscal Month" in a red header bar. Below the title, it says "Select one or more Fiscal Month(s)." There are two buttons: "OK" and "Cancel". Below this, there is a checkbox labeled "Not" and a dropdown menu set to "= Equal". To the right of these is a text input field and an "Ignore" button. On the left side, there are two buttons: "Select All" and "Remove". In the center, there is a list box containing the months 6, 7, 8, 9 (highlighted in red), 10, 11, 12, and 13. There is also a "Help" button on the right side.

Select the Budget Fiscal Year from which you wish to collect data  
*(most of the time it will be the current FY)*  
Click “OK”



The dialog box is titled "Limit: Budget Fiscal Year" in a red header bar. It contains the instruction "Select Budget Fiscal Year(s) or click <Ignore>." and buttons for "OK", "Cancel", "Ignore", and "Help". There are two checkboxes: "Include Nulls" (unchecked) and "Not" (checked). A dropdown menu is set to "= Equal". A text input field contains "2002". Below this is a list box with years from 1997 to 2004, with "2002" highlighted in red. On the left, there are buttons for "Select All", "Remove", and a pair of "X" and "checkmark" icons.

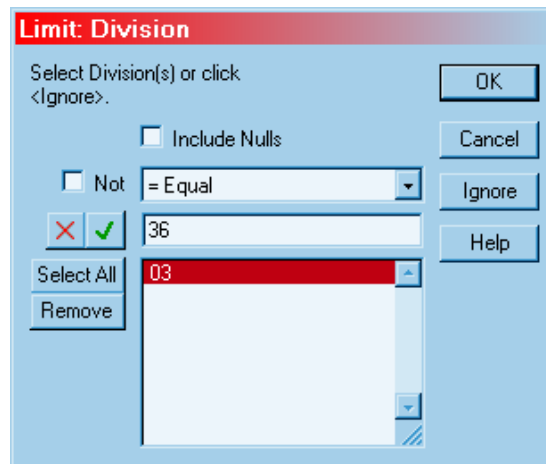
Select or enter the Fund Code(s) from which you wish to collect data  
***(if they are listed and you wish data from them all, select “Ignore”)***  
*(To highlight more than one code and they are in sequence, hold your Shift key down and either arrow down or use your mouse to select the ones you want; if they are not in sequence, hold your Control key down and highlight the ones you want)*  
Click “OK” or Ignore



The dialog box is titled "Limit: Fund" in a red header bar. It contains the instruction "Select Fund(s) or click <Ignore>." and buttons for "OK", "Cancel", "Ignore", and "Help". There are two checkboxes: "Include Nulls" (unchecked) and "Not" (checked). A dropdown menu is set to "= Equal". A text input field is empty. Below this is a list box with fund codes "01", "08", "91", and "93", all of which are highlighted in red. On the left, there are buttons for "Select All", "Remove", and a pair of "X" and "checkmark" icons.



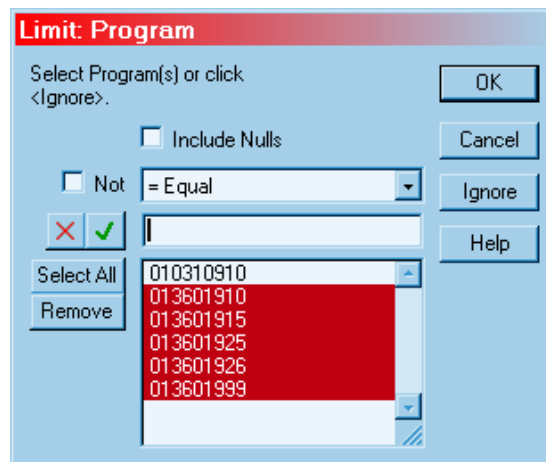
Always select Division 36  
Click “OK”



The dialog box is titled "Limit: Division" in a red header bar. It contains the following elements:

- Text: "Select Division(s) or click <Ignore>."
- Buttons: "OK", "Cancel", "Ignore", and "Help" on the right side.
- Checkboxes: "Include Nulls" (unchecked) and "Not" (unchecked).
- Dropdown menu: Set to "= Equal".
- Text input: Contains the value "36".
- List box: Contains a single item "03" which is highlighted in red.
- Buttons: "Select All" and "Remove" on the left side.

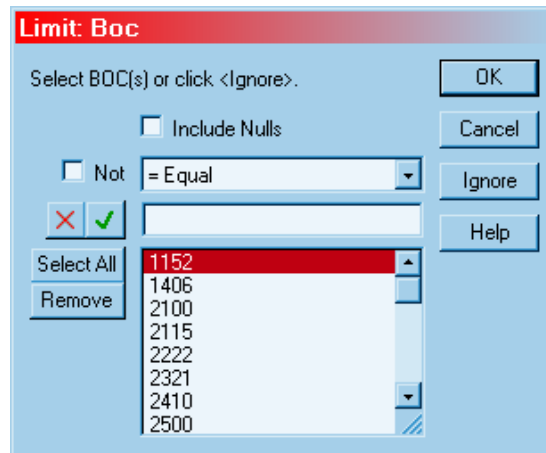
Enter the Program Code(s) from which you wish to retrieve data  
Click “OK”



The dialog box is titled "Limit: Program" in a red header bar. It contains the following elements:

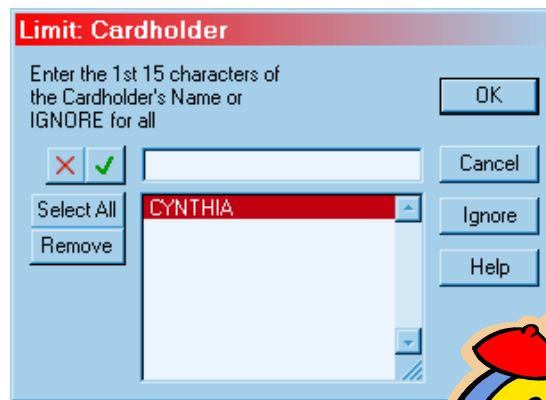
- Text: "Select Program(s) or click <Ignore>."
- Buttons: "OK", "Cancel", "Ignore", and "Help" on the right side.
- Checkboxes: "Include Nulls" (unchecked) and "Not" (unchecked).
- Dropdown menu: Set to "= Equal".
- Text input: Is empty.
- List box: Contains several program codes, with the following ones highlighted in red: "013601910", "013601915", "013601925", "013601926", and "013601999".
- Buttons: "Select All" and "Remove" on the left side.

Enter or select a specific BOC if you wish and Click OK, or  
Select Ignore to retrieve data from all BOC



The 'Limit: Boc' dialog box has a red title bar. The main text says 'Select BOC(s) or click <Ignore>.'. There are buttons for 'OK', 'Cancel', 'Ignore', and 'Help'. A checkbox 'Include Nulls' is present. Below it, a 'Not' checkbox is followed by a dropdown menu currently set to '= Equal'. To the left of the list are 'Select All' and 'Remove' buttons. The list contains the following BOCs: 1152 (highlighted in red), 1406, 2100, 2115, 2222, 2321, 2410, and 2500.

Enter a specific cardholder's name (*as they entered it in PCMS*), or  
Select Ignore to retrieve data from all cardholders at the location



The 'Limit: Cardholder' dialog box has a red title bar. The main text says 'Enter the 1st 15 characters of the Cardholder's Name or IGNORE for all'. There are buttons for 'OK', 'Cancel', 'Ignore', and 'Help'. A text input field is present. Below it, a 'Not' checkbox is followed by a dropdown menu currently set to '= Equal'. To the left of the list are 'Select All' and 'Remove' buttons. The list contains the following cardholder names: CYNTHIA (highlighted in red).



Please  
Standby

## REPORT

*Click on the Printer icon, hit enter and wait for your report to print*

**PCMS** Sort Expression Groups Table

REPORT ID: PCMS UNITED STATES DEPARTMENT OF AGRICULTURE PAGE 2  
RUN DATE: 06/25/02 AGRICULTURAL RESEARCH SERVICE  
PCMS REPORT  
FISCAL YEAR: 2002 FISCAL MONTH: JUNE OPEN

Cardholder: DEBORAH BITNER  
Program: 2013601915 MWA ADMIN OFFICE

Accounting Code	BOC	TC	DOC ID	Line #	Vendor Name	Accept Date	Ref TC	Agency Reference Information	Document Total
2013601915	2639	V5	00025806587	002	R S MEANS COMPA	06/05/02		2-3601-915-0109	106.95
Total for BOC: 2639									106.95

Accounting Code	BOC	TC	DOC ID	Line #	Vendor Name	Accept Date	Ref TC	Agency Reference Information	Document Total
2013601915	2670	V5	00025275266	001	FRANKLIN COVEY	06/05/02	V8	2-3601-915-0065	-30.00
2013601915	2670	V5	00025275266	002	FRANKLIN COVEY	06/05/02		2-3601-915-0065	30.00
2013601915	2670	V5	00025614670	001	E-GOV CONFERENC	06/05/02	V8	2-3601-925-0105	-925.00
2013601915	2670	V5	00025806587	001	R. S. MEANS COMPA	06/05/02	V8	2-3601-915-0109	-106.95

Report Group6(Results): Cardholder Name  
Report Group1(Results): Begin Budget Fy  
Report Group2(Results): Fund  
Report Group3(Results): Division

Ready Zoom: 75% Done My Computer

**Brio.Insight**

Save changes ?

☐ Do not show this dialog again